

LOCAL AGENCY BUDGET – PERSONNEL DETAIL

TITLE	NAME	% FTE	% CSFP	PAY RATE (mon/hr)	TOTAL
Local Agency Employees					
Sub Total LA Employees					
Contracted					
Sub Total Contracted					
Grand Totals					

Personnel Detail Instructions: List all CSFP personnel by title and name in the respective job classification section. The job classifications under which staff should be reported are:

Local Agency employees providing program services.

Contracted Staff: Any individuals who are not Local Agency employees but are contracted by the agency to provide program services.

Information supplied for each individual is listed below:

%FTE - The percentage of full-time equivalent should be calculated on a 40-hour workweek. If a Local Agency considers a full-time position as working 37.5 hours per week, the equivalent FTE reported on the budget would be 94% ($37.5 \times 40 \text{ wks} = 94\%$).

%CSFP - The percentage of working time spent on program operations.

Rate of Pay - Indicate monthly salary or hourly rate of pay.

Total - Indicate the total amount to be charged for this category.

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Program Synopsis

The program synopsis submitted with the budget application packet is submitted in narrative form and details the LA's CSFP goals and plans to:

1. Publicize the availability of the program.
2. Establish and expand outreach efforts and provide outreach materials.
3. Refer individuals to programs such as: Food Stamp Program, Temporary Assistance for Families (TAF), Medicaid Program, Child Support Enforcement, EFNEP, EPSDT, MCH, Family Planning, Immunizations, Prenatal Care, Alcohol and Drug Abuse Counseling, Child Abuse Counseling and Well Child Care.
4. Train the participants in the use of the food delivery system (include training materials to be used.)
5. Provide nutrition education (include materials to be used.)
6. Target groups such as migrants, homeless and the working poor.